

Admission to Pre-School (Stage 1) and Primary School: End of Procedure Guidance for Parents

An email will be issued to parents on Thursday, 27 April 2023 advising them of the outcome of their child's application (excludes pre-school underage and late deferral applications).

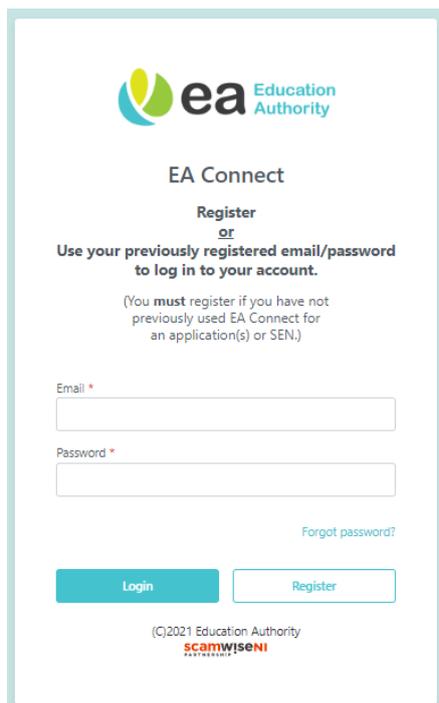
This short visual guide sets out the steps for parents to log in to EA Connect (where they can also view the outcome of their child's application) to:

1. [Accept \(or Reject\) a place offered](#); or
2. [Add Additional Preferences](#) for consideration for a child who has not been selected for admission to any pre-school/school listed on their initial application.

Please note that parents cannot complete a change of preference nor appeal the decision of a school's Board of Governors not to admit their child, in the EA Connect portal. Separate guidance will be available on the [Education Authority website](#) from 27 April 2023 on these processes.

Parent Guide

Login to EA Connect <https://connect.eani.org.uk/parent> using your previously registered email address and password.



The screenshot shows the EA Connect login and registration page. At the top left is the EA Education Authority logo. The page title is "EA Connect". Below the title, it says "Register or Use your previously registered email/password to log in to your account." A note in parentheses states: "(You must register if you have not previously used EA Connect for an application(s) or SEN.)". There are two input fields: "Email *" and "Password *". Below the password field is a link for "Forgot password?". At the bottom, there are two buttons: "Login" (highlighted in teal) and "Register". At the very bottom, there is a copyright notice: "(C)2021 Education Authority" and the "scamwiseNI" logo.

Tick box on Data Protection Statement and select 'Admissions'

ea Education Authority Jane Thompson Log Out

Data Protection Statement

The Education Authority (EA) is obliged to comply with the General Data Protection Regulation and the Data Protection Act 2018 when processing personal information.

The information provided by you will be processed by EA on the lawful basis that it forms part of EA's public task to do so (i.e. to enable EA to perform its statutory functions and tasks as a public authority in relation to the admissions process or processing your child's annual review). If the information provided includes special category data (e.g. information regarding health, religion or racial or ethnic origin), EA will process such data on the basis that the processing is necessary for reasons of substantial public interest in the exercise of a function conferred by an enactment or rule of law. EA will share anonymised preference data with the Department of Education to enable them to measure the demand for Integrated education.

For an application for admission to school EA will share the information you have provided as necessary with the schools you have listed in your application. In the event of an admissions appeal against any of the schools that you have listed in your application, it may be necessary for EA to share information you have provided with an Independent Admissions Appeal Tribunal, even if your child is not the subject of the appeal. EA will only share the information you have provided with other bodies (such as relevant Northern Ireland Government Departments, School Employing Authorities, Education Bodies and the Public Health Agency) where it is has a lawful basis for doing so.

For an annual review information may be shared between EA and third parties, such as your child's school or Health and Social Care Trusts.

EA will be using the GOV.UK Notify service to acknowledge receipt of applications and to provide you with updates on the progress of your application. EA also use the Cloudfmserve Virus Scan API to ensure that all documents are free from malware.

EA has published detailed Privacy Notices on its website <https://www.eani.org.uk/about-us/privacy/ea-privacy-notice> which provides further information on how and why EA processes personal information as well as details on how to contact EA if you have any questions.

confirm that I have read and understood the Data Protection statement.

Admissions Annual Reviews

Parent view of 'My Applications' page

ea Education Authority Jane Thompson Log Out

My Applications My Information Data Protection Helpdesk Annual Reviews

My Applications

+ Add Child

James Woods 15-09-2019 ^

[Edit child](#)

Pre-School	2023 Intake	Apply Now	Pre-School Target Age	2023 Intake	Submitted	Review
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John Woods 07-08-2018 ^

[Edit child](#)

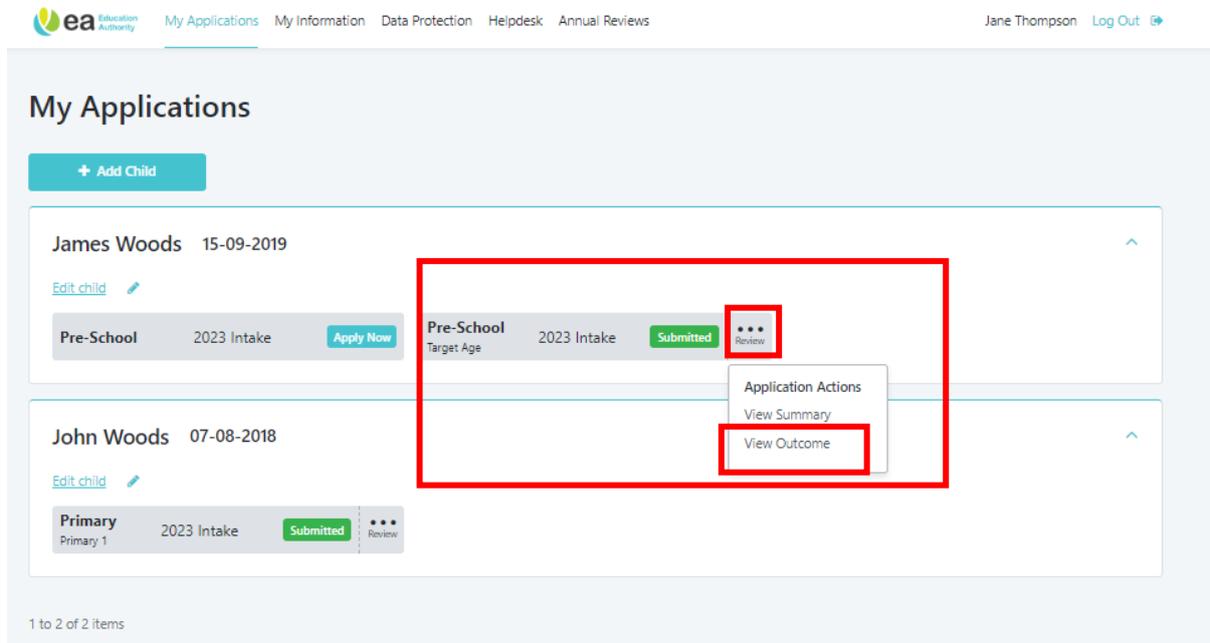
Primary Primary 1	2023 Intake	Submitted	Review
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1 to 2 of 2 items

Accept (or Reject) a place offered

Between Thursday, 27 April and 4pm on Friday, 5 May 2023 you can use EA Connect to indicate acceptance or rejection* of a place offered.

Click on the 3 dots on grey card at Review and select **'View Outcome'** on your submitted application.

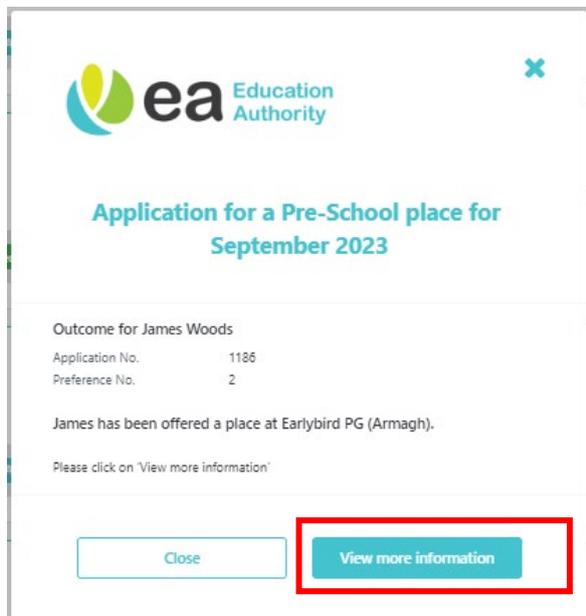


The screenshot shows the 'My Applications' page in the EA Connect system. At the top, there is a navigation bar with the EA logo, 'My Applications', 'My Information', 'Data Protection', 'Helpdesk', and 'Annual Reviews'. The user's name 'Jane Thompson' and a 'Log Out' button are on the right. Below the navigation bar, the page title 'My Applications' is displayed, followed by an '+ Add Child' button. The main content area lists two applications:

- James Woods** (15-09-2019):
 - Pre-School (2023 Intake) - Submitted - Review (highlighted with a red box)
- John Woods** (07-08-2018):
 - Primary (2023 Intake) - Submitted - Review

A dropdown menu for the 'Pre-School' application is open, showing 'Application Actions' with options 'View Summary' and 'View Outcome' (highlighted with a red box). At the bottom left, it says '1 to 2 of 2 items'.

On clicking **'View Outcome'** an overview of the outcome of your child's application is provided.



The screenshot shows a modal window titled 'Application for a Pre-School place for September 2023'. It features the EA logo and a close button (X) in the top right corner. The content includes:

- Outcome for James Woods**
- Application No. 1186
- Preference No. 2
- James has been offered a place at Earlybird PG (Armagh).
- Please click on 'View more information'

At the bottom, there are two buttons: 'Close' and 'View more information' (highlighted with a red box).

Click **'View More Information'** for further details and to Accept/Reject a place offered.

ea Education Authority My Applications My Information Data Protection Helpdesk Annual Reviews Jane Thompson Log Out

More Information

You can read more detailed information about your child's application below. You can access information on the application procedure and appeals process on the EA website www.eani.org.uk/admissions. There is no right of appeal against a playgroup. To return to the My Applications section please click on the menu at the top of the page.

1 GROVE NURSERY SCHOOL (ARMAGH)

Pupil: James Woods
Application Number: 1186
Application Outcome: Not Selected

Application for a Pre-school place for September 2023

The Board of Governors/Management Committee of the above named pre-school has been unable to offer James a place. The pre-school received more applications than the number of funded places available and consequently had to apply its published admissions criteria to select pupils.

You can access the admissions criteria via the link below. You may wish to contact the pre-school to find out how the criteria was applied to your child.

You can find further information and support on the website www.eani.org.uk/admissions

View School Criteria

2 EARLYBIRD PG (ARMAGH)

Pupil: James Woods
Application Number: 1186
Application Outcome: Selected

Pending parent decision

James has been offered a place at Earlybird PG (Armagh). [Preference 2]

You can indicate acceptance of your child's place using the button below. Please note that accepting this place does not impact on any appeal you may wish to submit against a higher preference school.

Please note that in some pre-schools this offer of a place may be conditional on you providing verifying documents. If this applies to you, the pre-school will contact you indicating which documents it needs in line with its admissions criteria.

You can find further information and support on the website www.eani.org.uk/admissions

Accept School Place Reject School Place

To accept a place offered:

On clicking **'Accept School Place'** a pop up message appears as shown below. Click **'Accept'** button.

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Pre-School Offer Acceptance

I confirm acceptance of this place and understand this offer may be conditional on me providing verification documents in line with the published admissions criteria.

The pre-school will contact you directly if this applies to you.

Cancel Accept

To reject a place offered:

More Information

You can read more detailed information about your child's application below. You can access information on the application procedure and appeals process on the EA website www.eani.org.uk/admissions. There is no right of appeal against a playgroup. To return to the My Applications section please click on the menu at the top of the page.

1 ABBEY PS NU (NEWTOWNARDS)

Pupil: Helen Simpson
Application Number: 914
Application Outcome: Selected

Pending parent decision

Helen has been offered a place at Abbey PS NU (Newtownards). [Preference 1]

You can indicate acceptance of your child's place using the button below.

Please note that in some pre-schools this offer of a place may be conditional on you providing verifying documents. If this applies to you, the pre-school will contact you indicating which documents it needs in line with its admissions criteria.

You can find further information and support on the website www.eani.org.uk/admissions

Accept School Place Reject School Place

On clicking 'Reject School Place' a pop up message appears as shown below. Click 'Reject' button.

***IMPORTANT NOTE:** You should read, carefully, the terms and conditions of rejecting a place and understand the risk that your child may not be allocated an alternative place.



Pre-School Offer Rejection

Are you sure you wish to reject your child's place in this pre-school?

Terms and conditions:

By rejecting this place I understand that:

- a. It will no longer be available for my child;
- b. The pre-school will be notified of my decision;
- c. It is my responsibility to apply for an alternative place (where a child remains in Northern Ireland and is P1 age);
- d. My child may not secure a place in any preferred alternative pre-school.

I agree to the terms and conditions

Please indicate the reason for rejecting the place: *

- Please select reason -

Please contact the Education Authority if you have any queries:
preschooladmissions@eani.org.uk

Tick the box to agree the terms and conditions and indicate the reason for rejecting the place. If you choose 'Other' you must complete the text box presented to indicate the reason. The reason will be shared with the pre-school/school.



Pre-School Offer Rejection

Are you sure you wish to reject your child's place in this pre-school?

Terms and conditions:

By rejecting this place I understand that:

- a. It will no longer be available for my child;
- b. The pre-school will be notified of my decision;
- c. It is my responsibility to apply for an alternative place (where a child remains in Northern Ireland and is P1 age);
- d. My child may not secure a place in any preferred alternative pre-school.

I agree to the terms and conditions

Please indicate the reason for rejecting the place: *

- Please select reason -

- Please select reason -

Moving House

Leaving Northern Ireland

Other

Cancel

Continue

Click 'Continue'. NB The place offered to your child will no longer be available once you have clicked 'Continue'.

I agree to the terms and conditions

Please indicate the reason for rejecting the place: *

Other

Please specify 'Other' reason: *

After careful consideration I have decided not to send my child to pre-school in September 2023

Please contact the Education Authority if you have any queries:
preschooladmissions@eanl.org.uk

Cancel

Continue

Banner and label confirmation of 'Rejected by Parent' status.

ea Education Authority My Applications My Information Jane Simpson Log Out

Offer Rejected

More Information

You can read more detailed information about your child's application below. You can access information on the application procedure and appeals process on the EA website www.eani.org.uk/admissions. There is no right of appeal against a playgroup. To return to the My Applications section please click on the menu at the top of the page.

1 ABBEY PS NU (NEWTOWNARDS)

Pupil: Helen Simpson
Application Number: 914
Application Outcome: Selected

Rejected by parent

Heien has been offered a place at Abbey PS NU (Newtownards). [Preference 1]

You can indicate acceptance of your child's place using the button below.

Please note that in some pre-schools this offer of a place may be conditional on you providing verifying documents. If this applies to you, the pre-school will contact you indicating which documents it needs in line with its admissions criteria.

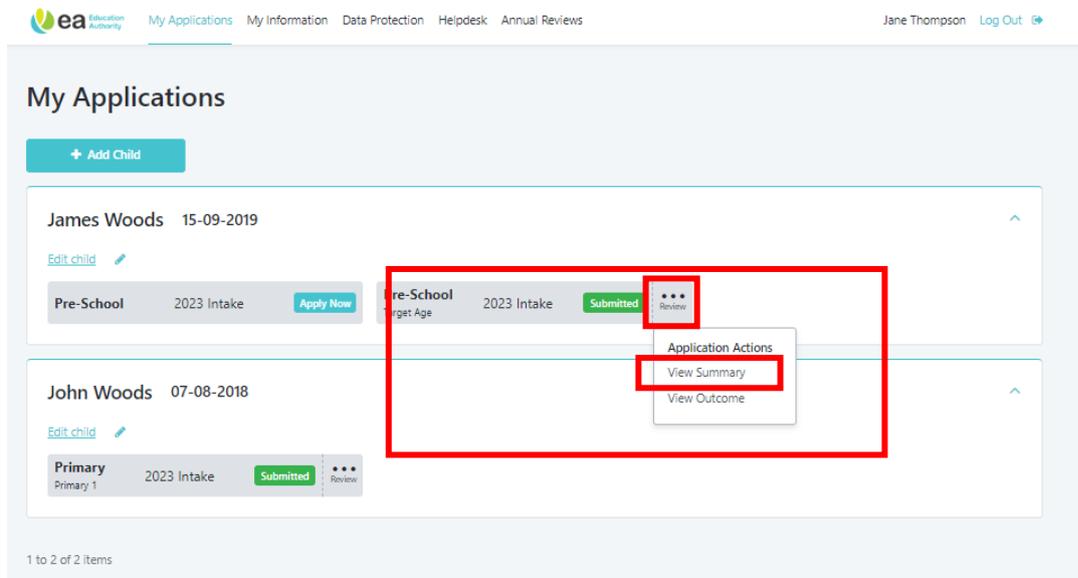
You can find further information and support on the website www.eani.org.uk/admissions

Add Additional Preferences

To add additional preferences to an application:

NOTE Applicable only if your child has not been selected for admission to any pre-school/school listed on their initial application.

Click on the 3 dots on grey card at Review and select **'View Summary'** on your submitted application.

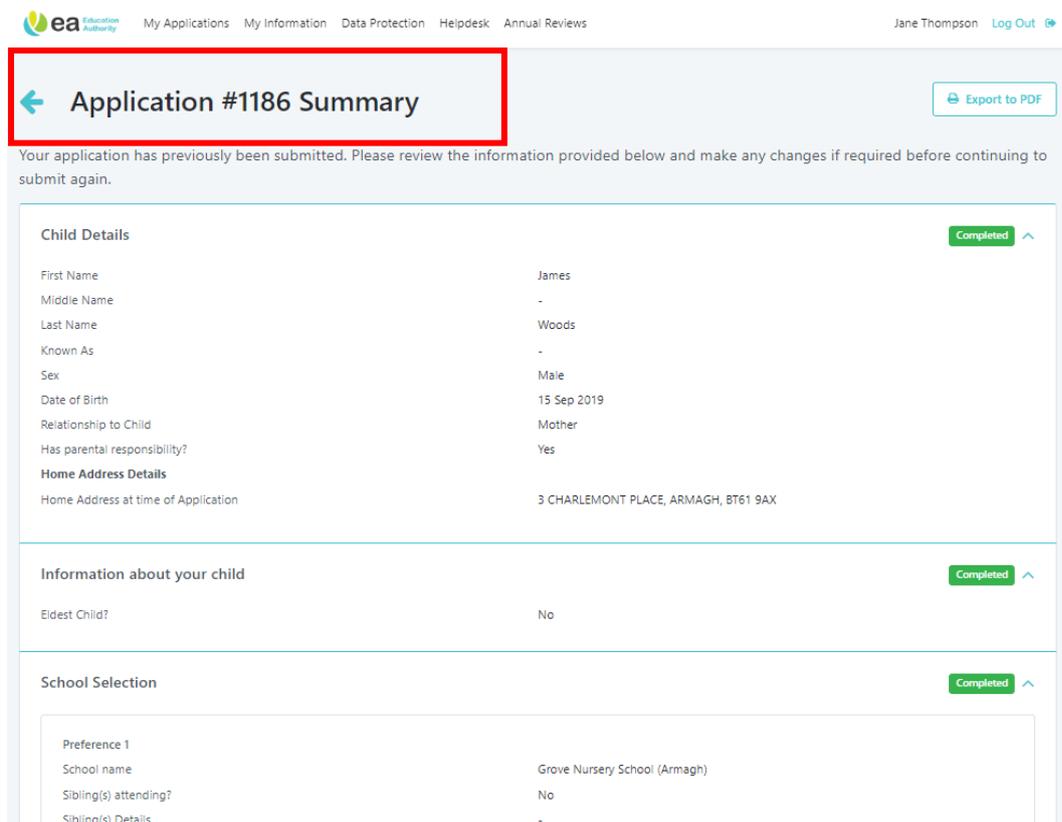


The screenshot shows the 'My Applications' page with a navigation bar at the top containing 'ea Education Authority', 'My Applications', 'My Information', 'Data Protection', 'Helpdesk', 'Annual Reviews', and user information 'Jane Thompson Log Out'. Below the title 'My Applications' is an 'Add Child' button. Two application cards are listed:

- James Woods** (15-09-2019): Includes an 'Edit child' link and a 'Pre-School' application card for '2023 Intake' with a 'Submitted' status and a 'Review' button (indicated by three dots). A red box highlights the 'Review' button, and a dropdown menu is open showing 'Application Actions', 'View Summary', and 'View Outcome'.
- John Woods** (07-08-2018): Includes an 'Edit child' link and a 'Primary' application card for '2023 Intake' with a 'Submitted' status and a 'Review' button.

At the bottom left, it says '1 to 2 of 2 items'.

On the Application Summary navigate down to the bottom of the screen to **'Additional School Selection'**



The screenshot shows the 'Application #1186 Summary' page. The title 'Application #1186 Summary' is highlighted with a red box. The page includes an 'Export to PDF' button and a message: 'Your application has previously been submitted. Please review the information provided below and make any changes if required before continuing to submit again.'

The page is divided into three sections, each with a 'Completed' status:

- Child Details:** Lists personal information for James Woods, including first name, middle name, last name, known as, sex, date of birth (15 Sep 2019), relationship to child (Mother), and home address (3 CHARLEMONT PLACE, ARMAGH, BT61 9AX).
- Information about your child:** Lists 'Eidest Child?' as 'No'.
- School Selection:** Lists 'Preference 1' as 'Grove Nursery School (Armagh)', 'School name' as 'Grove Nursery School (Armagh)', 'Sibling(s) attending?' as 'No', and 'Sibling(s) Details' as '-'. There is also a 'Preference 2' section which is currently empty.

Additional School Selection

You can add description/additional information for editable preferences by clicking the preference's label.

Choose School

Additional Supporting Documents

Please add supporting documents for additional preferences [+ Add Document](#)

No documents uploaded

Click arrow to search for and select a pre-school/school (from a list of those with places available).

Additional School Selection

You can add description/additional information for editable preferences by clicking the preference's label.

Choose School

Search

Select a school

ABC Day Nursery - Ladybird Pre School PG

Acorn Integrated PS NU (Carrickfergus)

Enter reasons for preference for the pre-school/school and click **'Save'**.

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Abbey PS NU (Newtownards) (Pref. #5)

Please outline how your child meets the criteria for this school.

3000 maximum characters 3000 character(s) left

Your new preference will be listed as shown below but it has not yet been submitted.

Additional School Selection ^

📘 You can add description/additional information for editable preferences by clicking the preference's label.

Choose School Select a school v

Abbey PS NU (Newtownards) (Pref. #5) ✕

Add further preferences, if desired, repeat steps above.

Additional School Selection ^

📘 You can add description/additional information for editable preferences by clicking the preference's label.

Choose School Select a school v

Abbey PS NU (Newtownards) (Pref. #5) ✕

ABC Day Nursery - Ladybird Pre School PG (Pref. #6) ✕

Note: You cannot reorder preferences by dragging and dropping them in the Additional School Selection. To delete an additional pre-school/school you have selected (prior to submitting) click the x to the right of its name. You cannot delete a preference after submitting.

ABC Day Nursery - Ladybird Pre School PG (Pref. #6) ✕

You may add any documents to support your application to the pre-schools/school listed in the 'Additional Supporting Documents' section. Click 'Add Documents'.

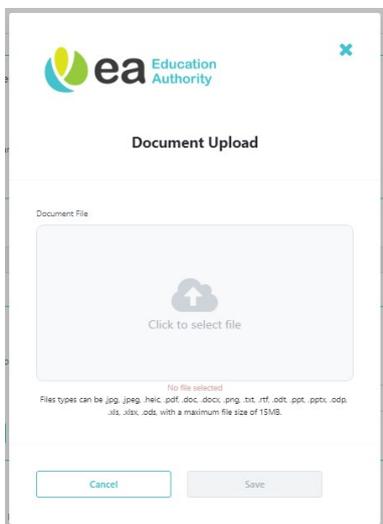
Additional Supporting Documents ^

Please add supporting documents for additional preferences

No documents uploaded

+ Add Document

Select a document from your browser.



You can preview some document types.
Click **'Save'**



Document Upload

Document File



Birth Certificate TEST.jpg

Cancel

Save

Click **'Add Document'** to upload any further documents.

Click **'Submit'** to submit your additional pre-school/school preferences.

Additional School Selection

You can add description/additional information for editable preferences by clicking the preference's label.

Choose School

Abbey PS NU (Newtownards) (Pref. #5) ✕ ABC Day Nursery - Ladybird Pre School PG (Pref. #6) ✕

Additional Supporting Documents

Please add supporting documents for additional preferences

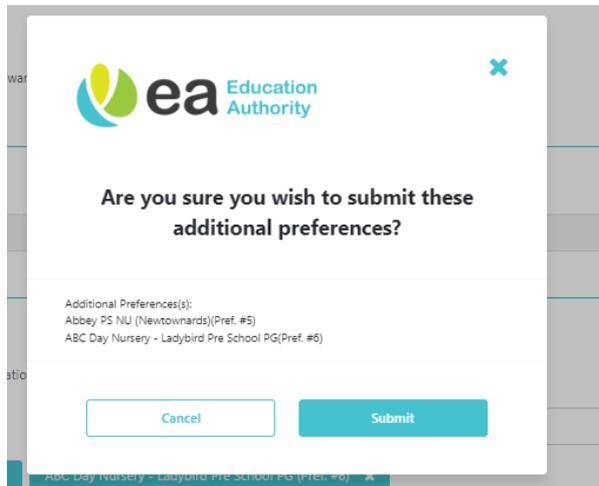
Birth Certificate TEST.jpg
23KB

Awaiting Scan Awaiting Scan Delete

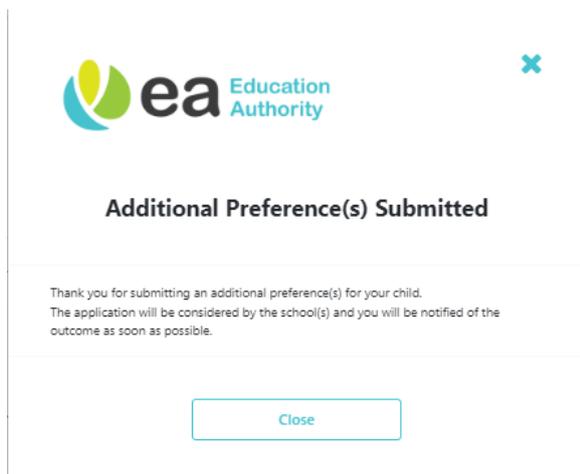
[+ Add Document](#)

Cancel **Submit**

Click **'Submit'** on the pop up to confirm submission of your Additional pre-schools/schools.



Click **'Close'** to return to the Application Summary.



NOTE: No email submission confirmation will be sent to you of your additional pre-school/school; however, you can review your application at any time in the portal.

Notification of Outcomes

Decisions on additional preferences submitted will be notified by email for:

- Primary applications as soon as possible.
- Pre-School applications on Tuesday, 13 June 2023 (i.e. end of Stage 2).